



PACKAGES, LETTERS, PARCELS OR FILES

Directive: 9 - 101

Date of Issue: July 2013 Amends/Cancel: G.O. 08-17

I. PURPOSE

The purpose of this Directive is to establish policies and procedures in regards to the acceptance of Packages, Letters, Parcels or Files.

II. POLICY

Department of General Services Maryland Capitol Police (DGS-MCP) personnel will not accept any packages, parcels, letters or files from a member of the general public or a State employee from another State agency that is intended for a third party.

This policy is in effect 24 hours a day, 365 days a year.

III. OBJECTIVES

To prevent DGS-MCP employees from making themselves and the Department responsible for the safekeeping of items that do not belong to the Department or that do not fall into the DGS-MCP core mission of protecting State facilities and their occupants.

IV. PROCEDURES

- A. Frequently, persons coming into or exiting the building have packages and/or letters that they want to leave with DGS-MCP personnel. Members of DGS-MCP shall never accept these, packages, parcels or letters and are not to assume the responsibility for their safekeeping. The protection of the facilities and the personnel working within them is your primary duty
- B. When dealing with someone who would like to leave an item or items with DGS-MCP personnel all employees are to be polite and respectful but firm about not taking custody of anything not belonging to DGS-MCP.
- C. Should the person attempting to leave the item be persistent or create a scene the assigned employee will call for supervisory assistance.
- D. The only exception to this Directive are items addressed to DGS-MCP.